



MORGANTOWN
DENTAL GROUP

EXCELLENCE IN DENTISTRY SINCE 1927

Cancellation Policy

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Morgantown Dental Group will make every effort to schedule you at a convenient time with an appropriate amount of time to allow quality treatment. Everyone's time is valuable and we will do our best to stay on schedule. To accomplish this, it is very important that you arrive on time for your appointment.

Please understand that short-term appointment changes and broken appointments, although occasionally unavoidable, are disruptive to your dental care and to the care of other patients. Therefore, we request notice as soon as possible if a scheduled appointment must be changed.

Our policy concerning canceled or broken appointments is as follows:

A patient with an appointment must call at least 24 hours in advance prior to canceling or rescheduling their appointment time.

Same-day cancellations and/or rescheduling may result in a minimum fee of \$50.00, which will be billed directly to you.

With two short-notice appointment changes within a 12-month period of time, we will require you to hold your next appointment on a credit card.

After the THIRD cancellation or failed appointment within a 12-month period of time, we will request that you find the services of another dental office. At that point, we will remain available for 30 days on an emergency basis only.

I, _____ (print name of responsible party), understand this policy.

Signature: _____

Witness: _____

Date: _____